



CANNON BUILDING
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STATE OF DELAWARE
MANUFACTURED HOME INSTALLATION BOARD

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PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, October 13, 2014 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	January 12, 2015

MEMBERS PRESENT

Keith Rudy, President
Richard Snyder, Vice President
John Starke, Professional Member
Kevin Reinike, Professional Member
Margaret Harper, Public Member
Barbara Williams, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Gayle MacAfee, Deputy Director
Kevin Maloney, Deputy Attorney General
Sandra Wagner, Administrative Specialist III

MEMBER ABSENT

Leslie Persans, Secretary
Valerie Lacey, Public Member
Dean Pierson, Professional Member

ALSO PRESENT

Jennifer Allen, FSMHA
Gina Schulties, Kent County

CALL TO ORDER

Mr. Rudy called the meeting to order at 9:00 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the July 14, 2014 meeting. Mr. Starke approved the minutes as written, seconded by Ms. Harper. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

Deliberations from the Rules and Regulations Hearing in July

At the Board meeting in July a hearing was held to update and make some changes to the Boards rules and regulations. Ms. Wagner stated that since July 14, 2014 no written comments were received. Mr. Maloney

stated that since no written comments were made and the Board had no further comments about the changes then a motion could be made to have the new rules and regulations sent to the registry. Mr. Snyder made a motion, seconded by Mr. Starke, to approve the updates to the rules and regulations and to have Mr. Maloney send them to the registry. By unanimous vote, the motion carried.

NEW BUSINESS

148th Legislative Memo from Director David Mangler

The Board reviewed the memo from Director David Mangler. At this time the Board does not have any changes to their law. Ms. MacAfee asked the Board if there would be members of the Board available as points of contact in the case that an outside source was to submit legislation that would affect the Board. Mr. Rudy, Mr. Starke, and Mr. Reinike stated that they could be available if needed. Ms. MacAfee thanked the Board for their support.

Meeting Schedule for 2015

Ms. Wagner gave the Board their tentative schedule for 2015. The Board must meet quarterly so depending on Board business sometimes the dates need to change.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

Mr. Rudy reminded the Board that in January the Board should have the audits to review.

PUBLIC COMMENT

Ms. Allen stated that Mr. Porter is talking about coming up with an online course for the 15 hour Manufactured Home Course to meet the continuing education requirement. Ms. Allen and the Board discussed alternatives for continuing education. Ms. Allen will see about getting some information on other courses available for the Board to review.

NEXT SCHEDULED MEETING

The next meeting is scheduled for Monday, January 12, 2015 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Ms. Williams made a motion, seconded by Mr. Starke, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 9:17 a.m.

Respectfully submitted,



Sandra Wagner
Administrative Specialist III

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.